

FILING REQUIREMENTS

NAME OF DOCUMENT		NO. OF COPIES	COLOR COVER	BINDING	SERVICE LIST
Appendix/Joint Appendix (JA) (JA must include Stipulation re Contents)		Original only	Appellant's Green Respondent's Yellow Reply Tan Joint White	Mandatory	Service on opposing counsel only
Applications for extension of time		E-file original	No cover required	Not required	Service on opposing counsel and client
Briefs (include word count: Civil 14,000 Criminal 25,500)	Appellant's Opening Brief	E-file original & 3 paper copies to the court	Green	Mandatory	Civil: Opposing Counsel Supreme Court Superior Court Criminal: Defendant Attorney General District Attorney Superior Court Juvenile Dependency: County Counsel Minor's Counsel Superior Court Juvenile Delinquency: CAP Attorney General District Attorney Superior Court
	Respondent's Brief	E-file original & 3 paper copies to the court	Yellow	Mandatory	
	Appellant's Reply Brief	E-file original & 3 paper copies to the court	Tan	Mandatory	
	Petition for Rehearing	E-file original & 3 paper copies to the court	Orange	Mandatory	
	Amicus Curiae Brief	E-file original & 3 paper copies to the court	Gray	Mandatory	
	Joinder Briefs	E-file original & 3 paper copies to the court	Same color as joining brief	Mandatory	
	Supplemental Briefs/Letter Briefs	E-file original & 3 paper copies to the court	No color/may be on letterhead	Mandatory	Service on opposing counsel only
Calendar Responses		E-file original	No cover required	Not required	Service on opposing counsel
Case Information Statement		E-file original	No cover required	Not required	Service on opposing counsel
Certificate of Interested Entities or Persons (must accompany first filing and briefs)		E-file original	No cover required	Not required	Service on opposing counsel
Motions/Oppositions to Motions		E-file original	Blue	Mandatory	Service on opposing counsel only
Proposed Orders for Motions (must accompany motions)		E-file	No color	Not required	Not applicable
Notices		E-file original	No cover	Not required	Service on opposing counsel

FILING REQUIREMENTS

NAME OF DOCUMENT		NO. OF COPIES	COLOR COVER	BINDING	SERVICE LIST
Petitions (include verification, word count, certificate of interested entities and \$775 filing fee for civil)	Petitions for Writs/Oppositions to a Petition/Replies to an Opposition	Original & 3 copies – and 1-electronic copy	Red	Mandatory	Service on opposing counsel, superior court judge, and any other party as required by statute
	Exhibits to a Petition	Original only But court appreciates 1 e-copy also	Red	Mandatory	
Stipulations		E-file original	No cover	Not required	Service on opposing counsel and clients
Substitution of Attorney (include original signature from all counsel)		E-file original	No cover	Not required	Service on opposing counsel only
<p>A party that does not submit an electronic copy of any document, is required to submit one of the paper copies as scan-ready at the time of filing. “Scan-ready” means the document is unbound and does not have tabs or (for original proceedings) a red cover. (See <u>Local Rule 7.</u>)</p>					